

**LEE COUNTY  
POSITION ANNOUNCEMENT  
INSIDE/OUTSIDE**

**POSITION: REVENUE COLLECTIONS CLERK**

**STARTING SALARY: \$25,329**

**GRADE: 57**

**General Definition of Work**

Performs skilled administrative support work collecting taxes, performing data entry recording tax payments, and related work as apparent or assigned. Work is performed under the limited supervision of the Tax Collection Manager.

**Essential Functions**

Collects and accounts for tax revenue received in the office. Takes and responds to inquiries related to tax forms, assessments and collections by phone, live chat or in person from various stakeholder groups; creates and distributes various tax related communication and correspondence to citizens. Processes returned mail and checks. Processes credit card payment files received from official payments. Administers the vehicle second notice program; runs the motor vehicle blocking process. Issues schedule B licenses. Conducts research related to available funds for delinquent taxpayers. Issues mobile home moving permits. Sends regular correspondence related to garnishments.

**Knowledge, Skills and Abilities**

General knowledge of tax collection terminology, methods and procedures; general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill in the use of a variety of office machines; ability to type accurately at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

**Education and Experience**

High school diploma or GED and moderate experience working in accounting, banking, customer service, or equivalent combination of education and experience. Associates/Technical degree preferred.

**Special Requirements**

Fluency in Spanish preferred. Appropriate training will be provided and must be completed upon hire and on an ongoing basis. Valid driver's license in the State of North Carolina.

**APPLICATION PROCESS**

Applications may be obtained from and returned to the Human Resources Office, 408 Summit Drive/PO Box 1968, Sanford, NC 27331. Applications must be received no later than 5PM on Monday, December 2, 2013. Website: [www.leecountync.gov](http://www.leecountync.gov) Pre-employment drug testing and NC Criminal Background check are required.

**Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities.**